TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST
Submit this form to:
Planning Division, Department of Beaches and Harbors
13837 Fiji Way, Marina del Rey, CA 90292
Telephone: (310) 305-9505          FAX: (310) 821-7856

Applicant Name: ________________________________  Phone: _________________  FAX: _________________
Applicant Address: ______________________________________________________
Lessee Name: ________________________________  Phone: _________________
Signature of Main Lessee: ____________________________________ Parcel: ______
Address of Site: ________________________________________________________

Provide a map showing the location of the requested item **within** the parcel.

Start Date: _______________________    *Removal Date: ______________________
For:      __Sign     __Banner (3x6 feet max)     __Tent**     __Other:_________________

It is advised that you contact the Planning Division before you have the banner/sign made.

**Requested Item(s) Description** (Size, quantity, color, materials, text, mounting, etc.):
For tent requests, please also submit site plan with tent drawing and dimensions. For all sign requests, all plans must identify the location, size, type of sign, materials, lettering fonts, lettering sizes, lettering colors, artwork, method of attachment, and any other embellishments. Attach additional sheet(s) if necessary.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

☐ $50.00 Fee Paid    Received by: _____________________  Date: _____________

**Note:** If paying by credit card, please make payment at the Financial Services Section located at 13575 Mindanao Way or upon submittal at Planning Division office.

Applicant’s Signature: _____________________________________  Date: _________

*Please note that any request in excess of 60 days requires a full Design Control Board (DCB) submittal. Please request a copy of the DCB Guidelines and Checklist in this event.
**Tent permit also requires approval from the Fire Department and the Los Angeles County Department of Public Works, Building and Safety Division after such request is approved by this Department.

Rev. 10-31-12